



**GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL ACQUISITION SERVICE**

**SCHEDULE FOR LANGUAGE SERVICES**

<i>Schedule Title:</i>	Language Training Services
<i>FSC Group:</i>	738 II
<i>SIN:</i>	382-3, Training Services and Educational Material
<i>Contract Number:</i>	GS-10F-0139M
<i>Business Type:</i>	Small, Woman-Owned
<i>Contract Period:</i>	February 1, 2002 - January 31, 2012



**International Center for Language Studies, Inc.**

1133 15th Street NW, Suite 600  
Washington, DC 20005  
Phone: (202) 639-8800  
Fax: (202) 783-6587  
[www.icls.com](http://www.icls.com)

**Contract Administrator**

Karen Decker  
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Phone: (202) 639-8800 / Fax: (202) 783-6587  
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For more information on ordering from Federal Supply Schedules, visit: <http://www.gsa.gov/schedules-ordering>

Prices shown herein are NET (discount deducted)

Business Size: Small Business

Pricelist current through modification **#PS-0009** dated **August 1, 2011**



Contract Holder





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## TABLE OF CONTENTS

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<b>Summary of GSA Schedule Contract Information.....</b>	<b>3</b>
<b>ICLS GSA Schedule Contract Overview .....</b>	<b>5</b>
Contract Administrator.....	5
Marketing and Technical Point of Contact .....	5
Contract Use .....	5
Contract Scope.....	5
<b>GSA Program Costs - SIN 382-3 / 382-3RC - TRAINING SERVICES &amp; EDUCATIONAL MATERIALS.....</b>	<b>6</b>
<b>ICLS Language Services—Program Descriptions .....</b>	<b>7</b>
Foreign Language Program (FLP) .....	7
English As A Second Language (ESL) Program .....	8
Foreign Language Program (FLP) Proficiency Testing Services.....	9
ESL Proficiency Testing Services .....	9
<b>About ICLS .....</b>	<b>10</b>
<b>ICLS Teachers and Resources .....</b>	<b>11</b>
Instructional Staff .....	11
Facility And Resources .....	11
<b>Languages Offered .....</b>	<b>12</b>
<b>Instructions For Placing Orders For Services Based On GSA Schedule Hourly Rates .....</b>	<b>13</b>
<b>Requirements Exceeding The Maximum Order Threshold (I-FSS-125) .....</b>	<b>14</b>
<b>Blanket Purchase AgreementS (8.405-3).....</b>	<b>15</b>
<b>Current and Past Clients .....</b>	<b>16</b>



## SUMMARY OF GSA SCHEDULE CONTRACT INFORMATION

### 1a. Table of Awarded Special Item Numbers (SINs):

**382-3 Training Services & Educational Materials** - For a full SIN description visit: [GSA eLibrary](#)



**382-3RC:** Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This does include advance and pre-positioning in preparation for a disaster.

### 1b. Lowest Priced Model Number and Lowest Price:

Please refer to Training Program rates on pg #6

### 1c. ICLS Course Descriptions

Please refer to pg #7

- |   |  |
|---|--|
| 2. Maximum Order:   | \$1,000,000. However, agencies may place, and ICLS may honor, orders exceeding this limit in accordance with FAR 8-404. Ordering agencies are encouraged to seek price reductions for orders in excess of \$1,000,000. |
| 3. Minimum Order:   | \$100.00   |
| 4. Geographic Coverage:   | Domestic   |
| 5. Point of Production:   | Not Applicable   |
| 6. Discount from List Price:  | All Prices Herein are Net  |
| 7. Quantity Discounts:  | Not Applicable   |
| 8. Prompt Payment Terms:  | Net 30 days  |
| 9a. Government Purchase Card <u>is</u> accepted at or below the micro-purchase threshold. |  |
| 9b. Government Purchase Card <u>is</u> accepted above the micro-purchase threshold.       |  |
| 10. Foreign Items:  | None   |
| 11a. Time of Delivery:  | To Be Negotiated with Ordering Agency  |
| 11b. Expedited Delivery:  | To Be Negotiated with Ordering Agency  |
| 11c. Overnight and 2-Day Delivery:  | To Be Negotiated with Ordering Agency  |
| 11d. Urgent Requirement:  | To Be Negotiated with Ordering Agency  |
| 12. F.O.B. Point(s):  | Destination  |
| 13a. Ordering Address:  | International Center for Language Studies, Inc.<br>Attn: Karen Decker / GSA Orders<br>1133 15th Street NW, Suite 600<br>Washington, DC 20005   |



- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: International Center for Language Studies, Inc.  
Attn: Accounts Payable  
1133 15th Street NW, Suite 600  
Washington, DC 20005
15. Warranty Provision: Contractor's standard commercial warranty applies
16. Export Packing Charges: Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance: Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable) Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Participates in Recycling
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/)
25. Data Universal Number System (DUNS) Number: 094102035
26. International Center for Language Studies, Inc. *is* registered in the Central Contractor Registration (CCR) database.



## ICLS GSA SCHEDULE CONTRACT OVERVIEW

GSA awarded **International Center for Language Studies, Inc. (ICLS)** a GSA Federal Acquisition Schedule contract for **Language Services (LANG)**, Contract Number **GS-10F-0139M**. ICLS's contract began 2/1/2002. **The current period is: 2/1/2007 – 1/31/2012 (Option Period 1)**. GSA may exercise up to two additional 5-year option periods. Schedules contracts are issued under the Federal Acquisition Service and are commonly referred to as GSA Schedules. The Schedule offers a faster and easier process for federal agencies to purchase foreign language training services they need on a timely basis and at pre-negotiated rates.

### CONTRACT ADMINISTRATOR

Karen Decker, President  
1133 15th Street NW, Suite 600  
Washington, DC 20005  
Phone: (202) 639-8800 / Fax: (202) 783-6587  
E-mail: [kdecker@icls.com](mailto:kdecker@icls.com)

### MARKETING AND TECHNICAL POINT OF CONTACT

Dr. Amy Heaton, Director, Foreign Language Division  
1133 15th Street NW, Suite 600  
Washington, DC 20005  
Phone: (202) 639-8800 / Fax: (202) 783-6587  
E-mail: [ahendon@icls.com](mailto:ahendon@icls.com)

Please use our online Information Request Form to contact ICLS about foreign language training using the GSA Schedule. ([www.icls.com/fld/gsa/infoReqFrm.htm](http://www.icls.com/fld/gsa/infoReqFrm.htm))

You are also encouraged to contact the ICLS Foreign Language Division by calling or writing.

### CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Language Services. Also, Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

### CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. ICLS has been awarded a contract by GSA to provide services under the following SIN:

#### **SIN 382-3 / 382-3RC, Training Services and Educational Materials**

(A full SIN description is available on GSA eLibrary, <http://www.gsaelibrary.gsa.gov>)



## GSA PROGRAM COSTS - SIN 382-3 / 382-3RC - TRAINING SERVICES & EDUCATIONAL MATERIALS

ICLS Programs (ICLS.com)	GSA Rates	GSA Rates	Rate Unit
	Foreign Language Program Tuition	ESL Program Tuition	
<b><u>Private Instruction</u></b> Hourly Rate, 1 student	\$44.59	\$44.59	Per hour, per student
<b><u>Semi Private Classes</u></b> Hourly Rate, class size = 2 students	\$25.67	\$25.67	Per hour, per student
<b><u>Customized Group Classes</u></b> Hourly Rate, class size = 3 - 6 students Hourly Rate, class size = 7 - 15 students	\$59.24 \$74.06	\$59.24 \$74.06	Per hour, per group
<b><u>High Intensity Language Training (HILT)</u></b> 45 hours of private instruction Daily lunch with an instructor included	\$2,185.59 included	\$2,185.59 included	Per week, per student
<b><u>Evening Program (Group)</u></b> 10-week program, 4 hours per week, total of 40 hours	\$370.28		Per program, per student
<b><u>Local Immersion Program</u></b> Per student	\$336.65		Per day, per student
<b><u>Intensive English Program (IEP)</u></b> 4-week program, 20 hours per week, total of 80 hours		\$715.87	Per program, per student
<b><u>English for Professionals</u></b> 4-week program, 30 hours per week, total of 120 hours		\$2,532.70	Per program, per student
<b><u>Business English</u></b> 4-week program, 10 hours per week, total of 40 hours		\$710.93	Per program, per student
<b><u>Evening TOEFL Preparation Course</u></b> 6-week program, 7 hours per week, total of 42 hours		\$392.99	Per program, per student

### GSA WAIVERS

- (1) 30-hour minimum commitment for private and semi-private instruction is waived for GSA.  
(2) \$75 Class / Program Registration fee and \$50 Test Scheduling fee charged for Commercial Accounts is waived for GSA

### MATERIALS

Educational and instructional materials are purchased at cost by each student separate from the tuition. Materials include books, tapes and other items selected for the program. Total materials cost depends on the type and length of the program.

### TRAVEL-RELATED COSTS

Local mileage, public transportation and out-of-town travel to non-ICLS training facilities will be negotiated with the individual ordering agency in accordance with Federal Travel Regulations (FTR).

**Local Immersion Program:** Price reflects tuition only. Travel, meals and lodging cost at Government facilities are priced separately from the tuition and will be negotiated with the ordering agency in accordance with Federal Travel Regulations (FTR).

ICLS Proficiency Testing Services (ICLS.com)	GSA Rates	GSA Rates	Rate Unit
	Foreign Language	ESL	
30-minute Speaking Test (by phone)	\$148.11	\$148.11	Per person
45-minute Speaking Test (in person)	\$197.48	\$197.48	Per person
90-minute Speaking / Reading Test (in person)	\$345.59	\$345.59	Per person

No SCA-eligible labor categories are included in this contract.



## ICLS LANGUAGE SERVICES—PROGRAM DESCRIPTIONS

ICLS offers programs that meet each student's learning objectives. The length of training is determined by these objectives. All ICLS programs have the following characteristics and benefits:

- Attention to individual learning style
- Emphasis on speaking, listening and reading comprehension
- Focus on discrete skills in preparation for professional goals or specific employment responsibilities and functions
- Customized curriculum design
- Flexible scheduling
- Challenging program using Induced Discourse Methodology
- In-depth knowledge and experience incorporating Final Learning Objectives (FLO's) and
- Use of the Federal Interagency Language Roundtable (ILR) skill levels and rating system

### FOREIGN LANGUAGE PROGRAM (FLP)

#### PRIVATE INSTRUCTION (FLP AND ESL)

Designed to accommodate the diverse needs and busy schedules of the student; focus is on specific skills, such as speaking or writing, to satisfy a professional or personal goal. Students can design their own schedule and study at their own pace. Within this program we offer program we offer Familiarization Courses, Basic Courses, Advanced Courses, Refresher Courses, Conversion Courses, and Test Preparation Courses.

#### SEMI-PRIVATE (FLP AND ESL)

Designed for individuals, corporate and organizational clients who request training programs for two students. Groups are formed by the client organization or individuals.

#### CUSTOMIZED GROUP CLASSES (FLP AND ESL)

Customized group classes are designed for 3 to 15 students. Designed for corporate and organizational clients to help employees communicate effectively with coworkers, clients, guests and supervisors. Course content is work-related, emphasizing on-the-job skills related to the specific field of business. Classes are held either on ICLS premises or at the offices of the client. Classes are set up to meet the specific needs of our clients. Such classes include, but are not restricted to courses in Presentation Skills, Negotiation Skills, Writing, Workplace Skills, etc. Key Benefits: Emphasis on Speaking and Listening Comprehension; Flexibility in accommodating clients' work scheduling requirements; Challenging Program using Induced Discourse Methodology.

#### HIGH INTENSITY LANGUAGE TRAINING (HILT) (FLP AND ESL)

High Intensity Language Training (HILT) is offered in most spoken languages. The HILT program is designed to provide the most productive language learning experience in the shortest possible time. Classes are designed for 45 hours a week of private instruction. Programs run for 1 to 8 weeks. It includes nine (9) hours of private instruction each day throughout the week, including lunch with an instructor at a nearby restaurant. The primary focus of the HILT course is determined by the needs and professional interests of the student. Specialized language components for job-related responsibilities can be developed. A diagnostic test is conducted prior to the first class and specific goals are developed to meet the student's desired level of proficiency and needs within the time that is available. The major objective is to improve the student's ability to speak and understand the spoken language. New elements of the language are introduced each day, mistakes are corrected, and the student's confidence and control in using idiomatic language is enhanced. Supplementary activities may include discussions



of topics relating to the student's work and interests, specialized vocabulary, video presentations and field trip. Due to its intensity, this program is not recommended for beginners.

### **EVENING PROGRAM (FLP ONLY)**

Offered in Portuguese, Spanish, French, Beginning Arabic, Polish and Russian. Classes meet on Mondays and Wednesdays for 4 hours per week in 10-week sessions from 6:10 p.m. to 7:30 p.m. (100 minutes of instruction without a break.) A minimum of three students is required; maximum enrollment is ten students per class. Also available in other languages: bring us your group of at least three students and we'll arrange a class for you!

### **LOCAL IMMERSION PROGRAM (FLP ONLY)**

Local Immersion provides students an opportunity to use their developing language skills in simulated or real-life situations, removed from the temporal and spatial restrictions of the classroom. Programs might typically be conducted over a period of 2 to 7 days in locations somewhat isolated from the normal training and living venues of the students, e.g., within approximately a 100-mile radius of the normal work location. Local Immersion programs generally do not exceed four students. The length and frequency of immersion will depend on such factors as learning objectives, the level of proficiency and the course length.

## **ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM**

### **PRIVATE INSTRUCTION (FLP AND ESL)**

Designed to accommodate the diverse needs and busy schedules of the student; focus is on specific skills, such as speaking or writing, to satisfy a professional or personal goal. Students can design their own schedule and study at their own pace. Emphasis on Speaking and Listening Comprehension. Challenging Program using Induced Discourse Methodology.

### **SEMI-PRIVATE (FLP AND ESL)**

Designed for individuals, corporate and organizational clients who request training programs for two students. Groups are formed by the client organization or individuals.

### **CUSTOMIZED GROUP CLASSES (FLP AND ESL)**

Customized group classes are designed for 3 to 15 students. Designed for corporate and organizational clients to help employees communicate effectively with coworkers, clients, guests and supervisors. Course content is work-related, emphasizing on-the-job skills related to the specific field of business. Classes are held either on ICLS premises or at the offices of the client. Key Benefits: Emphasis on Speaking and Listening Comprehension; Flexibility in accommodating clients' work scheduling requirements; Challenging Program using Induced Discourse Methodology.

### **HIGH INTENSITY LANGUAGE TRAINING (HILT) (FLP AND ESL)**

High Intensity Language Training (HILT) is offered in most spoken languages. The HILT program is designed to provide the most productive language learning experience in the shortest possible time. Classes are designed for 45 hours a week of private instruction. Programs run for 1 to 8 weeks. It includes nine hours of private instruction each day throughout the week, including lunch with an instructor at a nearby restaurant. Specialized language components designed to address specific needs of students who want to see immediate results. A 4-week HILT allows students to advance at the rate of 1-2 levels of the ICLS curriculum. A diagnostic test is conducted prior to the first class and specific goals are developed to meet the student's desired level of proficiency and needs within the time that is available. The major objective is to improve the student's ability to speak and understand the spoken language. New elements of the language are introduced each day, mistakes are corrected, and the





student's confidence and control in using idiomatic English is enhanced. The student works with a team of three teachers, each of whom spends three hours a day with the student. Supplementary activities include discussions of topics relating to the student's work and interests, specialized vocabulary, video presentations and field trips.

### **INTENSIVE ENGLISH PROGRAM (ESL ONLY)**

The Intensive English Program (IEP) is offered for non-native English speakers at 10 levels of instruction in a series of four-week sessions meeting 20 hours per week from 9:00 a.m. to 12:50 p.m., Monday through Friday in small groups. New sessions begin every four weeks but students may start on any Monday during the session. The IEP is designed for students, business managers, diplomats and other professionals who seek to develop mastery of the English language. Emphasis is placed on speaking and listening comprehension.

### **ENGLISH FOR PROFESSIONALS (ESL ONLY)**

Daily Group classes from 9:00 a.m. to 1:00 p.m. for non-native English speakers, focusing on general English skills plus 2 hours of one-on-one instruction in the afternoon. Personalized to focus on specific work-related skills, such as presentations, negotiations, impromptu speaking, and report-writing, among others.

### **BUSINESS ENGLISH (ESL ONLY)**

Business English is designed to complement the Intensive English Program (IEP) non-native English speakers with an emphasis on speaking and listening skills to help students assimilate into a professional work environment. Focusing on a new topic each week, students will practice English skills in an office environment, at business meetings, presentations, interviews, networking events and internships. Class sizes range from 2-6 individuals per group. High Intermediate to Advanced English Fluency is required. New topics begin every Monday.

### **EVENING TOEFL PREPARATION COURSE (ESL ONLY)**

6-week course that meets 7 hours per week to help non-native English speaking students achieve a satisfactory score on the TOEFL iBT. Class time is spent learning specific skill-building exercises, reviewing test-taking strategies, and practicing with simulated TOEFL test problems. High Intermediate to Advanced fluency required.

## **FOREIGN LANGUAGE PROGRAM (FLP) PROFICIENCY TESTING SERVICES**

### **30-MINUTE SPEAKING TEST (BY PHONE)**

### **45-MINUTE SPEAKING TEST (IN PERSON)**

### **90-MINUTE SPEAKING / READING TEST (IN PERSON)**

ICLS provides testing services in over 80 languages to assess language proficiency. All tests are conducted by qualified testers and administrators and are based on Interagency Language Roundtable (ILR) skill level descriptions. They take the Foreign Service Institute (FSI) format and are designed to measure Speaking, Listening, and/or Reading according to the ILR scale. ICLS testing services are available to government agencies as well as companies and private individuals by phone or in person.

## **ESL PROFICIENCY TESTING SERVICES**

### **30-MINUTE SPEAKING TEST (BY PHONE)**

### **45-MINUTE SPEAKING TEST (IN PERSON)**

### **90-MINUTE SPEAKING / READING TEST (IN PERSON)**

ICLS testing services are available to government agencies as well as companies and private individuals. Proficiency tests are provided to measure Speaking and/or Reading Skills either by phone or in person. All tests are conducted by qualified testers and are based on ILR skill level descriptions.



## ABOUT ICLS



The International Center for Language Studies (**ICLS**) was founded in 1966 in Washington, DC as a locally-owned, private organization dedicated to teaching foreign languages and English as a Second Language. Since its inception, **ICLS** has worked cooperatively with international organizations, government agencies, private companies, and individual students from all over the world, providing language instruction in over 90 languages. We train diplomats, government and military personnel, business executives, development specialists, university and college students, medical personnel, lawyers, judges, economists, and others.

Our relationships with U.S. government agencies and international organizations such as the Defense Language Institute, the U.S. Foreign Service Institute, World Bank, and the International Monetary Fund are long-standing. Many of these organizations have been our clients for over 20 years.

Furthermore, ICLS provides language training services to government agencies under the General Services Administration (GSA). Schedules are issued under the Federal Acquisition Service and are commonly referred to as a GSA Schedule.

ICLS is licensed by the Education Licensure Commission of the District of Columbia. It is a founding member of the Association of Proprietary and Public Language Schools (**APPLS**). Many ICLS teachers are members of Teachers of English to Speakers of Other Languages (**TESOL**), the American Council on the Teaching of Foreign Languages (**ACTFL**) and **NAFSA**: Association of International Educators. They are also members of professional organizations specific to their language area.

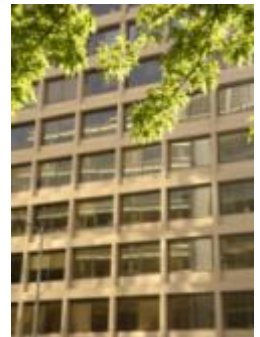
ICLS participated in the nationwide setting of standards for foreign language instruction and follows the ASTM standard F1562 on Use-Oriented Foreign Language Instruction. The ICLS Intensive English Program has been admitted to applicant status and is in the process of seeking accreditation by the Commission on English Language Program Accreditation (CEA). We are authorized under Federal Law to enroll non-immigrant alien students and issue the Form I-20 (A-B).



ICLS is located in a vital area of downtown Washington at 1133 15th Street NW. It is a few blocks away from the White House and a five-minute walk to both the McPherson (Blue and Orange Lines) and Metro Center (Red Line) Metro stations. Please [click here](#) for a map of ICLS' location in downtown Washington and a link to the metro system.

We occupy a custom-designed facility located in a modern office building. ICLS also provides on-site training throughout the Washington DC metropolitan region and in locations throughout the continental United States.

ICLS offers flexibility in arranging schedules for employees of federal government agencies. Because of our 40-plus years of experience in working with government agencies, we are familiar with the administrative requirements of government contracting.





## ICLS TEACHERS AND RESOURCES

### INSTRUCTIONAL STAFF

ICLS is devoted exclusively to language training. Our most important resource is our dedicated teaching professionals. Their love of teaching is, as they know, appreciated by the administrators of the school, all of whom are teachers themselves. A typical ICLS teacher is both student-oriented and results-oriented. The bottom line is learning. He/she takes charge of the instructional process and does what needs to be done to build the skills and confidence required for effective use of the language.

ICLS selects educated native speakers with several years of teaching experience and the requisite English language skills in speaking, listening and reading. We also seek those who demonstrate a professional interest in teaching. Most teachers have had training and extensive experience in teaching their native languages before joining the ICLS teaching staff. Many have Master's or Doctorate degrees and experience in government and business as well as educational settings.

Due to our resource network, we can almost always find teachers and materials for both commonly and uncommonly taught languages. Our experience in the language-training community of the Washington metropolitan region for over 43 years has given us access to and a database of teachers of a great many languages. We have a broad and active network of, among others, former teachers, embassies, international organizations, universities, other language-teaching organizations, and community/ethnic groups.

### FACILITY AND RESOURCES

ICLS is located in downtown Washington, D.C. The facility is convenient to public transportation including two metro stations. The McPherson Square (Blue and Orange lines) and Metro Center (Red line) stations are both within a few minutes walking distance from the school.

ICLS occupies 12,700 square feet of a modern office building. The custom-designed center, which is only two years old, includes 37 tutorial and group classrooms, student and teacher lounges, a conference room and a 15-position computer supported language lab. ICLS also provides students private telephone booths, fax services, and Internet access.

The state-of-the-art facility offers students a glimpse into the future of language learning. We have over 60 computers installed in both the private tutorial rooms and the 15-position language lab. Each ICLS private classroom is a mini-language lab with 20-inch flat screen monitors, powerful microprocessors, and high-speed broadband Internet access. This allows learners instant access to language broadcasts and information as used by the native speakers in local settings through unlimited materials and streaming media. The information presents a wide spectrum of current and relevant issues on a daily basis and enables users to view video and raid broadcasts in real time and to obtain reading material in the target language.

Additionally, portable tape recorders are available for classroom use. Each recorder is equipped with a microphone. Teachers use the recorders for testing, developing listening skills, and a variety of other classroom activities. The ICLS resource center includes an extensive collection of materials such as instructional texts, supplementary workbooks, reference dictionaries, readers, booklets, readings, glossaries, newspapers, magazines, maps and other documents that aid in language acquisition. The Center also has a large collection of audio cassettes, video cassettes and language training software. Video systems capable of recording and playback in all video formats used around the world are available for classroom use.



## LANGUAGES OFFERED

The following is a list of languages offered by ICLS. If you do not see the language or a dialect you need on the list below, please send an inquiry using our [information request form](#).

Afrikaans	Hebrew	Romanian
Albanian	Hindi	Russian
Amharic	Hungarian	Serbian
Armenian	Icelandic	Shona
Arabic-All Dialects	Ilocano	Sinhala
Azerbaijani (Azeri)	Indonesian	Slovak
Baluchi	Italian	Slovene (Slovenian)
Basque	Japanese	Somali
Belarussian	Kachin	Sotho
Bengali	Kazakh	Spanish
Berber	Khirghiz	Swahili
Bulgarian	Korean	Swedish
Burmese	Kurdish	Tadjik
Cambodian	Lao	Tagalog (Pilipino)
Chechen	Latvian	Tamil
Chechewa (Nyanya)	Lingala	Tausug
Chinese Cantonese	Lithuanian	Thai
Chinese Mandarin	Macedonia	Tibetan
Croatian	Malaysian	Tigrinya
Czech	Moldovan	Turkish
Danish	Mongolian	Turkmen
Dari	Moro	Twi
Dinka	Nepali	Ukrainian
Dutch	Norwegian	Urdu
Estonian	Papiamento	Uzbek
Finnish	Pashto	Vietnamese
French	Persian (Farsi)	Visayan-Cebuano
Georgian	Polish	Wolof
German	Portuguese Brazilian	Xhosa
Greek	Portuguese Continental	Yoruba
Haitian Creole	Punjabi	Zulu
Hausa		



## INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that International Center for Language Studies, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Language services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding the micro-purchase threshold, but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**



## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER THRESHOLD (I-FSS-125)

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.



## BLANKET PURCHASE AGREEMENTS (8.405-3)

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

### Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

### Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.
- The ordering activity shall document the results of its review.





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Back to [Table of Contents](#)

Back to [Program Costs and Descriptions](#)